

Classification

108

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Applicant Case Demand

2. TYPE  
OF  
REPORT☒

STATISTICAL

☒

NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc)  
memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OP/RD

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

DDS/OP/SPD/PSB

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)Continuing Survey <sup>of</sup> from individual components  
for requirements.

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-05 to GS-14	\$5.00	2		\$10.00	4		\$40.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.A projection of what recruiters should be looking for; geared to field recruiters  
who do not know current trends as viewed from the Skills Bank.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐

CHANGE

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

9/21/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160120-7

DD/Pers/R&amp;P

18. EXTENSION

☐

STAT